



AGENDA

REGULAR MEETING

* * *

CLAYTON CITY COUNCIL

TUESDAY, DECEMBER 20, 2011

7:00 p.m.

*Hoyer Hall, Clayton Community Library
6125 Clayton Road, Clayton, CA 94517*

Mayor: Howard Geller

Vice Mayor: Joseph A. Medrano

Council Members

Julie K. Pierce

David T. Shuey

Hank Stratford

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review in City Hall located at 6000 Heritage Trail on Monday prior to the Council meeting.
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at www.ci.clayton.ca.us
- Any writings or documents provided to a majority of the City Council after distribution of the Agenda Packet and regarding any public item on this Agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours.
- If you have a physical impairment that requires special accommodations to participate, please call the City Clerk's office at least 72 hours in advance of the meeting at (925) 673-7304.

*** CITY COUNCIL ***
December 20, 2011

7:00 P.M.

1. **CALL TO ORDER THE CITY COUNCIL** – Mayor Geller.

2. **CLOSED SESSION** – None.

3. **PLEDGE OF ALLEGIANCE** – led by Mayor Geller.

4. **CONSENT CALENDAR**

Consent Calendar items are typically routine in nature and are considered for approval by the City Council with one single motion. Members of the Council, Audience, or Staff wishing an item removed from the Consent Calendar for purpose of public comment, question or input may request so through the Mayor.

(a) Approve the minutes of the special and regular meetings of December 6, 2011.
([View Here](#))

(b) Approve Financial Demands and Obligations of the City. ([View Here](#))

(c) Adopt a Resolution supporting and urging the Contra Costa County Board of Education's approval of the Clayton Valley Charter High School's petition appeal to establish the Clayton Valley Charter High School commencing School Year 2012-13. ([View Here](#))

(d) Adopt a Resolution authorizing and confirming the pre-existing City of Clayton employer payment of the employee portion of the CalPERS rate as tax-deferred employer pension system contributions (required for IRS purposes only).
([View Here](#))

(e) Authorize the cancellation of the January 3, 2012 City Council regular public meeting. ([View Here](#))

5. **RECOGNITIONS AND PRESENTATIONS** – None.

6. **REPORTS**

(a) Planning Commission – Commissioner Sandra Johnson.

(b) Trails and Landscaping Committee – No Meeting held.

(c) City Manager/Staff

(d) City Council - Reports from Council liaisons to Regional Committees,
Commissions and Boards.

(e) Other

7. PUBLIC COMMENT ON NON - AGENDA ITEMS

Members of the public may address the City Council on items within the Council's jurisdiction, (which are not on the agenda) at this time. To facilitate the recordation of comments, it is requested each speaker complete a speaker card available on the Lobby table and submit it in advance to the City Clerk. To assure an orderly meeting and an equal opportunity for everyone, each speaker is limited to 3 minutes, enforced at the Mayor's discretion. When one's name is called or you are recognized by the Mayor as wishing to speak, the speaker shall approach the public podium and adhere to the time limit. In accordance with State Law, no action may take place on any item not appearing on the posted agenda. The Council may respond to statements made or questions asked, or may at its discretion request Staff to report back at a future meeting concerning the matter.

Public comment and input on Public Hearing, Action Items and other Agenda Items will be allowed when each item is considered by the City Council.

8. PUBLIC HEARINGS – None.

9. ACTION ITEMS

- (a) Consideration of recommended appointments of citizens to vacancies on the Clayton Trails and Landscaping Committee for a two-year term of public office expiring on December 31, 2013. ([View Here](#))
(Vice Mayor Medrano and Councilmember Stratford)

Staff recommendation: Receive the Council ad-hoc committee's recommendations of four (4) citizen appointments and then by motion, approve the appointments for the specified two-year term of office.

- (b) Review and determination of City Council ad-hoc, committee, inter-governmental and regional board assignments for 2012. ([View Here](#))
(Mayor Geller)

Staff recommendation: Following report by Mayor Geller, approve by motion the proposed Council Member assignments for calendar year 2012.

10. COUNCIL ITEMS – limited to requests and directives for future meetings.

11. ADJOURNMENT– the next regularly scheduled City Council meeting is January 17, 2012.

#

**MINUTES
OF THE
SPECIAL MEETING
CLAYTON CITY COUNCIL**

Agenda Date: 12-20-11

Agenda Item: 4a

TUESDAY, December 6, 2011

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 9 a.m. by Mayor Shuey in Hoyer Hall of the Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Shuey, Vice Mayor Geller, Councilmembers Medrano, Pierce and Stratford. Staff present: City Manager Gary Napper, Police Chief Dan Lawrence, Community Development Director David Woltering, Assistant to the City Manager Laura Hoffmeister, and City Clerk Laci Jackson.

2. **PUBLIC COMMENT ON NO AGENDA ITEMS**- None.

3. **TOWN HALL MEETING**

The following business owners and community members were present: Steve Barton, Dennis Mitchell, Dolores Austin (Clayton Club Saloon), Jennifer Lutz and Shawn Robinson (Clayton Community Church), A.J. Chippero (Cup O' Joe), Dana Guzzetti (Bay Area News Group), Chris Kretz (Clayton Station Shopping Center), Lynne French (Windermere RE), Cathie Gernhardt (Cathie's Custom Creations), Barbara Carney (Frontier Beauty Salon, TLC Pet Grooming), Dick Ellis (Clayton Museum), Lynn Hadley (Resident), Lisa Ferrari (Bella Mia Spa), Candace Bass (Clayton Valley Art Collaborative), Ted Meriam (Clayton Historical Society), Jim Frazier (Hair by Jim), Angeline Booth (Windermere RE), JoAnne Caspar (Clayton Historical Society), Sue White (Accurate Business Services), Adalto Nascimento (Concord Patch), Clayton Perry (Skipolini's Pizza), Johnny Sandhu (Johnny's Deli), and Sam Sandhu (Village Market)

- (a) Open Forum discussion between business community and City Council to address issues, concerns or matters of mutual interest:

Probable Topics

1. Roundtable discussion with Business and Property Owners – open forum.
2. Critique of the 2011 Concerts in The Grove series.

Vice Mayor Geller stated the public donated \$14,000 at the concerts in the 2011 season and CBCA has pledged up to \$12,000 to support the 2012 season. There will be 10 concerts next year starting May 12th and ending September 13th.

Mayor Shuey stated the goal of the Concerts was to get business traffic to the downtown businesses and they were partially funded in the past by the Clayton Redevelopment Agency as supporting local economic activity. The fate of the Redevelopment Agency is now in the hands of the courts at this time and future Redevelopment funds for the concerts are unknown.

Dennis Mitchell stated the concerts were great for their business.

Shawn Robinson stated people are parking in their private lot more and that will need to be discussed. The Mayor stated the church can certainly block off its private property.

Jim Frazier stated more event parking signs are needed at the end of the street where his business is located so that his private parking is not taken. Clayton Perry stated parking was a problem for a few people but there were not many complaints. The Police Chief stated most people were parked legally during concert nights.

Mayor Shuey asked how the concerts went as far as incidents? The Police Chief responded the concerts do not seem to be causing significant problems and one police officer is dedicated to each concert.

Johnny Sandu stated his business benefits from the walking traffic during those nights.

Jim Frazier asked about the introduction of vendors into the concerts. Councilmember Geller stated the goal of the concerts was to enhance the business for the downtown and vendors might take business away from local owners.

Cathie Gernhardt asked about the benefit to businesses that are not part of the downtown, such as having a pizza booth or T-shirts? Clayton Perry responded there would not be much benefit to selling slices of pizza; he tried and most people prefer a whole pizza.

Steve Barton stated he would be concerned about having vendors as a focus because they create distractions and people are at the concerts to enjoy the music. He stated he was worried about it just becoming another "festival."

Johnny Sandu stated he was not a fan of vendor booths because it takes away from the businesses in the area and it would make it more difficult to compete.

Dennis Mitchell stated the Clayton Club ran promotions at the concerts and anyone who made a donation received a coupon for a discounted beverage. Steve Barton suggested creating a downtown business coupon to redeem at any of the downtown businesses.

Councilmember Pierce commented for the last few years she and Tamara Steiner from the Clayton Pioneer have put together coupons and adds on the back of the concert schedule. Are those of value or not worth the effort?

Candace Bass stated it is nice to have those schedules available at community events.

AJ Chippero stated maybe there could be a raffle with prizes for people who make donations to the concerts.

Chris Kretz stated the concerts series seems to only focus on the downtown businesses and the tone is all about the downtown. What about the Clayton Station businesses?

Steve Barton stated the Clayton Station feels like the "stepchild" and it is important to make the businesses in that shopping center more involved with the concerts.

Councilmember Medrano stated they are referring to all of the businesses in Clayton and do not mean to exclude any business.

Gary Hood noted parking is a problem for lower and upper Easley residents and the music is loud and can be heard from their homes. He stated he has a problem with the porta-potties being stored across the street from the park all season and stated the storage of trash bins behind the park's bathrooms are an eye sore. He asked if a noise check could be done in the neighborhoods. He stated 50% of the calendar weekends in a year residents are impacted by events and loud music. Mayor Shuey stated the porta-potties were donated by Allied Waste Services and it doesn't hurt to ask about other options for storage.

Barbara Carney stated her businesses do not benefit from the concerts but maybe coupons would help.

Mayor Shuey stated maybe an email could be sent out to businesses interested in a citywide coupon.

Lynne French stated the concerts make the businesses more visible so all Clayton businesses benefit from that exposure.

Vice Mayor Geller stated concert surveys expressed there was a need for more toilets and that is why the porta-potties were brought in. They are chained and locked during the week and are only used during the event; by leaving them in place they are available for use by the other events. Gary Hood stated perhaps the City should consider building another permanent restroom because it would look nicer. Mayor Shuey stated those porta-potties are only used twenty days a year and the Council would have to have a funding mechanism to bring on another restroom.

Dennis Mitchell stated he would support the concerts being held every night of the week.

Barbara Carney stated there has been vandalism at night in the downtown. Steve Barton stated his businesses added more surveillance cameras because of the vandalism. The Mayor reminded the business owners to report all incidents to the Police Department. Jim Frazier stated he put up cameras and extra lighting to deter kids from hanging out. The Police Chief was asked to have officers at the concerts patrol more of the surrounding areas downtown during the concert.

3. Feedback on a Proposal to allow a private sponsor to hold five (5) additional weeknight concerts in The Grove Park in 2012 that could include one food sales booth and/or one alcohol sales booth.

Councilmember Medrano stated most cities have their concerts on weekdays. He stated he would like to add a weeknight concert that is privately funded with one beer or wine booth and one food booth. He stated this would be an opportunity for local businesses to participate. He stated this would allow people to come downtown on a weeknight.

Mayor Shuey asked if the booths would be for local businesses? Councilmember Medrano stated he would like the booths to be local businesses as a way to promote their business.

Sam Sandu stated he is ok with the concerts but is not ok with the booths.

Gary Hood stated he would like to see the focus not be on alcohol for all events. He stated many cities do not even allow alcohol in their parks.

Shawn Robinson asked that any plans stay away from Friday nights since the church has their summer movie series on their property those evenings.

Clayton Perry stated they have their car show on Wednesday nights and weekday concerts would not help their business. Mayor Shuey asked if they would be interested in joining with the concerts. Clayton stated he did not think the two events would work well together.

Councilmember Medrano stated more people would support local businesses on a week night because they won't have time to go home and prepare something after work before heading downtown.

Dennis Mitchell stated Wednesday nights are not good because that is the night they are busy with young people.

Jim Frazier asked about doing the concert in the Clayton Station. Chris Kretz stated he liked the idea. When asked, the Police Chief noted they would need to get a Temporary Use Permit from the City.

Lynn French stated it would be nice to have an alcohol free event.

Cathie Gernhardt asked what time the weekday concerts would be held? Councilmember Medrano responded 6:00 p.m.- 8:30 p.m.

Johnny Sandu asked why the food and alcohol booths? Councilmember Medrano stated it would help privately fund the concerts. Johnny responded memorabilia could be sold to help offset the costs.

Mayor Shuey stated the intent with the food vendor would be to showcase and highlight a certain business. Johnny Sandu stated the business would not make enough money for one night with all the fees and expense for government and health permits.

Councilmember Medrano stated he was trying to incorporate some of the business costs into the event, therefore they would not be asking businesses to cover the cost for the health department permits. He stated the liquor sales would produce the revenue. He stated he is looking to hold five weeknight concerts during the season.

Steve Barton stated he anticipates each concert would cost about \$3,000.

Gary Hood suggested moving all concerts to a weeknight.

Vice Mayor Geller stated the best idea he heard was for the Clayton Station to host some concerts. He noted the current Saturday concerts are very popular.

Lisa Ferrari stated parking would be an issue in the Clayton Station and could deter people from patronizing the businesses.

Shawn Robinson stated the church has a portable stage they could donate for a weeknight concert.

Gary Hood stated he would like to see the focus not be on alcohol for all events. He stated many cities do not even allow alcohol in their parks.

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Lisa Ferrari stated parking would be an issue in the Clayton Station and could deter people from patronizing the businesses.

Shawn Robinson stated the church has a portable stage they could donate for a weeknight concert.

Jim Diaz stated moving concerts to the Clayton Station could be problematic because all of the equipment is stored downtown and it might create logistical issues.

Vice Mayor Geller stated there might be other ways to highlight the Clayton Station businesses without having a concert.

Chris Kretz noted the environment and ambiance in a shopping center is not the same as in a park.

Joe Sanchez asked how the weeknight concerts would be approved. Mayor Shuey stated it would have to be brought before the Council at a regular public meeting.

Lynn Hadley asked how the booths would work as far as fencing for the event area? Councilmember Medrano stated the alcohol would be limited to the park boundaries as it is now during the concerts.

Cathie Gernhardt asked if residents are having a parking problem in their neighborhood could have signs be put out to say no parking? The Police Chief stated the public street is for the public and if those signs are put out no one is allowed to park in those areas, including adjacent residents.

Sam Sandu stated foot traffic needs to be created during the week and added there is no restaurant for breakfast downtown. The City should search for a breakfast diner.

5. Ideas for promotion of a healthier local business economy.
(e.g., a Business Improvement District).

Councilmember Pierce stated Tamara Steiner from the Clayton Pioneer held a meeting to discuss a Business Improvement District (BID) with certain people recently.

Candace Bass stated she, Steve Barton, Ed Moresi and Jim Frazier held a meeting to brainstorming meeting on the subject but nothing was decided.

Jim Frazier stated the goal of the brainstorming session was to create a goal and find a collective voice. Steve Barton stated they were searching for a mission and ideas that all businesses could support. He stated they wanted to draw attention to new businesses and promote them.

The City Manager stated the formal aspect of forming a BID under state law is to get businesses working together, not top down by the City. Alternately, this could be done informally by the CBCA but it must be driven from the ground up.

Steve Barton stated the group discussed determining what they would want to spend money on before asking for money.

Councilmember Pierce stated technology could be used to make people more aware of their businesses. Gary Hood stated there is an app for smart phones that could be utilized.

Dennis Mitchell stated a lot of the things a BID does might already be being done.

Vice Mayor Geller suggested using the CBCA to get people together to further discuss this idea.

Jim Frazier suggested allowing more banners at the City entrance sites as long as they fit certain criteria. Mayor Shuey stated the banners at the entrances to the City lose effectiveness and get crowded.

Steve Barton asked how this would mesh with CBCA's mission? Councilmember Pierce stated a sub-committee of the CBCA could be put together to work on this concept.

Councilmember Stratford suggested a new resident mailer or brochure. Steve Barton stated a brochure had been put out in the 1990's that listed businesses and phone numbers and a new business kit. Candance Bass suggested a free map with all the shops in town on it. The City Manager suggested this be in electronic media so that it is easier to update but that all businesses would have to have the opportunity to be part of it if it were to be done by the City.

Sue White stated many people forget the Clayton Station is in Clayton and noted many of those business owners are not members of the CBCA. Why not?

4. General information/feedback on the City's General Plan goals (Housing Element) that encourage second-story housing in the Town Center area.

Kent Ipsen asked what the plans are for the Stanley property in the downtown area. The City Manager responded the property owner has been repeatedly contacted and is not interested in developing the land. He stated it is incumbent upon the land owners in the Downtown to do something with their property. He stated the City has been in talks with a company to put multi-density housing on private lands around the PacBell location.

Shawn Robinson asked what areas have the potential for second story housing? Councilmember Pierce stated all of Center Street.

6. Merits of holding semi-annual meetings of this nature?

There was no demonstrative interest holding this meeting more than once a year.

4. **COUNCIL ITEMS** – None.

5. **CLOSED SESSION-** 11:25 a.m. On call by Mayor Shuey the Council moved into Closed Session for the following purpose:

- (a) *Government Code Section 54957(b) (1).*
[Annual] Performance Evaluation of Public Employee
Title: City Manager

Report out from Closed Session: Mayor Shuey indicated the City Council met to discuss the purpose of Closed Session and that no reportable action was taken.

6. **ADJOURNMENT**– On call by Mayor Shuey the meeting adjourned at Noon.

Respectfully submitted,

Laci J. Jackson, City Clerk

APPROVED BY CLAYTON CITY COUNCIL

David T. Shuey, Mayor

**MINUTES
OF THE
REGULAR MEETING
CLAYTON CITY COUNCIL**

Agenda Date: 12-20-11

Agenda Item: 4a

TUESDAY, December 6, 2011

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:00 p.m. by Mayor Shuey in Hoyer Hall of the Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Shuey, Vice Mayor Geller, Councilmembers Medrano, Pierce and Stratford. Staff present: City Manager Gary Napper, City Attorney Mala Subramanian, City Engineer Rick Angrisani, and City Clerk Laci Jackson.
2. **CLOSED SESSION** – None.
3. **PLEDGE OF ALLEGIANCE** – led by Mayor Shuey.
4. **CONSENT CALENDAR**- It was moved by Councilmember Stratford, seconded by Councilmember Medrano, to approve the Consent Calendar as submitted (Passed; 5-0 vote).
 - (a) Information Only
 1. Notice of Public Hearing on 04 January 2012 by Contra Costa Water District to consider water rate increase of up to 3.5%.
 2. Notification by Allied Waste Services that residential and commercial solid waste collection and disposal services rates will increase by 3.02% (90% of the annual October-October CPI averaged increases, per the Franchise Agreement), effective January 1, 2012.
 - (b) Approved the minutes of the regular meeting of November 15, 2011.
 - (c) Approved Financial Demands and Obligations of the City.
5. **RECOGNITIONS AND PRESENTATIONS** – None.
6. **ANNUAL REORGANIZATION OF CLAYTON CITY COUNCIL**
 - (a) Election of Mayor by the City Council.

Mayor Shuey opened nominations and then nominated Howard Geller for the office of Mayor. Councilmember Pierce seconded the nomination. There were no other nominations and Mayor Shuey closed the nominations. **On call by Mayor Shuey, the election of Howard Geller as Mayor passed by acclamation (Passed; 5-0 vote).**

Mayor Geller thanked the Council for the vote and stated he was looking forward to an exciting year.
 - (b) Election of Vice Mayor by the City Council.

Mayor Geller opened nominations for Vice Mayor. Councilmember Pierce nominated Joseph Medrano for the position of Vice Mayor. Councilmember Stratford seconded the nomination. There were no other nominations and Mayor Geller closed the nominations. **On call by Mayor Geller, the election of Joseph Medrano as Vice Mayor passed by acclamation (5-0 vote).**

(c) Recognitions and Comments by Mayor and City Council.

Councilmember Stratford, Vice Mayor Medrano and Councilmember Pierce thanked each Councilmember Shuey for serving as Mayor this past year, and welcomed Mayor Geller.

Councilmember Shuey stated the Council rotates the position of Mayor and stated the role requires a lot of meetings, events, and a large time commitment. He stated Mayor Geller stepped up last year as vice Mayor and helped because Councilmember Shuey took a leading role with the Clayton Valley High Charter School movement. He thanked Mayor Geller for stepping in to help. He stated the Clayton Valley Charter High School proposal will be heard by the County Board of Education Wednesday and he reminded citizens to attend the meeting and show their support.

Mayor Geller commended Councilmember Shuey for juggling life, his profession, and being so involved with the community.

Laura Case, representing Supervisor Karen Mitchoff, stated the Supervisor is looking forward to working with the Mayor and the Council in the coming year.

Crystal Areuyo, from Senator Mark Desaulnier's Office, stated the Senator is looking forward to working with the new Mayor and Vice Mayor and congratulated them on their selection.

7. REPORTS

(a) Planning Commission – Commissioner Bob Armstrong reported on the Planning Commission meeting of November 29th where the Commission reviewed balcony additions and came to a resolution regarding an ADA accommodation for 5 chickens at a specific residence.

(b) Trails and Landscaping Committee – No meeting held.

(c) The City Manager thanked the Community Development Director, the new City Attorney, and Assistant City Attorney for working on the solution to the ADA accommodation since no chickens are allowed by Municipal Code in residential zones. He thanked former Mayor Shuey for his work and his commitment to the community. He stated staff looks forward to working with Mayor Geller. He noted many holiday events are approaching in the community and are listed on the City's website.

(d) City Council

Councilmember Pierce attended a press conference by MTC and ABAG announcing the receipt of a \$5 million planning grant to help to pay for the sustainable communities strategy. She attended the California Councils of Government meeting, the Caldecott Tunnel press conference, CCTA admin committee meeting, the Mayors' Conference, and CBCA Tree Lighting. She concluded by stating the Council held a great town hall meeting with the business community this morning.

Councilmember Stratford stated the "Do the Right Thing" committee is trying to log 1,000 acts of kindness at www.claytondtrt.com during the month of December and asked staff to upload the link on the City's website. He also attended the Tree Lighting event in Downtown.

Councilmember Shuey stated the Tree Lighting festivity was a great success.

Mayor Geller attended the Mayors' Conference and presented Don Blublaugh with a Proclamation from the City for his work as the Conference's Executive Director. He had lunch with Joe Campbell from the Contra Costa Water District, and attended the Tree Lighting. He thanked Vice Mayor Medrano and the Moresi Family for donating the carriage rides at the Tree Lighting. He reminded people the Mrs. Claus Tea Party with Santa will be held December 10th at Endeavor Hall.

- (e) Other – None.

8. PUBLIC COMMENTS

Damien Bibeau stated he recently relocated back to Clayton and is currently updating and correcting Clayton sites on the Google Maps to include businesses and features in the City.

9. PUBLIC HEARINGS – None.

10. ACTION ITEMS

- (a) Consideration of staff research options and recommendation of a Geographic Information System (GIS) for utilization by the City with availability for public access.

The City Engineer presented the staff report and stated Clayton is being forced to consider a GIS system in connection with the NPDES Stormwater permit. He stated this is an unfunded mandate and will be required in order to report stormwater activities to the Regional Water Board. He stated there are several options for GIS providers and different levels of service. He reviewed the following options:

ESRI- is proprietary software which is expensive and requires \$15,000 a year for licensing, support, and the purchase software. He stated staff would have to develop and run the GIS system and while ESRI offers technical support it must be performed by staff in house or more expensively by a consultant.

OpenGeo- is Open Source non-proprietary platform which costs approximately \$8,000 per year. He stated the benefit is that it can adapt to the needs of the City but also requires the purchase of software and the on-going work by staff in house.

Skygone Inc. – is propriety software which requires purchases of equipment and maintenance of the GIS system. The cost of this system is \$5,400 for licensing and it would limit the number of users to 10 at one time.

Digital Map Products- is the staff recommended product. It offers cloud computing for governmental clients. The City of Martinez uses the software and states it is excellent. The cost for in house use only is \$7,500 and for the community to use the software would be an additional \$5,000 per year. This GIS system is created by the company and for \$150 per layer the City can add data information to the system. The system converts autocad drawings to shape files to be uploaded to the system which would save staff time in recreating the information. Digital Map Products could have the system up and running within a week. Staff suggests budgeting \$5,000 to cover the cost of the various layers for the first year and agree to a two year contract to be paid for from CIP

project interest earnings with on going expenses partially paid for by stormwater and gas tax funds. Staff recommends authorizing the City Manager to execute a contract for \$17,500 from CIP interest earnings.

Councilmember Shuey asked how this is going to help for the City's annual Stormwater report?

The City Engineer stated the GIS system will help track and categorize trash in the storm drains throughout the City. The Regional Water Quality Control Board (RWQCB) uses the information for mapping and the stormwater permit requires the information be transmitted and tracked in GIS.

Councilmember Shuey stated he does not understand why the Bboard has the authority to require this as an unfunded mandate. The City Engineer stated every year the program and local cost requirements for the stormwater permit change. Cities have challenge the state's authority but have lose in several court cases.

Vice Mayor Medrano asked if it was required for the public to be able to use the GIS system? The City Engineer responded it is not a requirement but staff believed it was beneficial for public access and transparency.

The City Manager echoed what the City Engineer stated. He stated the RWQCB has broad authority and can issue expensive notices of violation. He stated the Board is very aggressive in sending notices of violation and belives they are seeking more operational funding through the levy of local fines. He stated while the stormwater report will require GIS there are many other application for the City.

Vice Mayor Medrano asked about less expensive options. The City Engineer stated those options require the purchase of equipment and the in house development and staff maintenance of the GIS system.

Councilmember Pierce asked if staff had researched using the County's system or the City of Concord's system? The City Engineer responded that staff had not looked at the County's system or talked with Concord.

Mayor Geller asked for public comments.

Damien Bibeau stated he worked for the City of Antioch on helping map their water and storm drain system and stated it is a very time intensive process. He stated there are many other applications for the GIS system but there are free open source options available that might suit the City's needs without committing revenue.

Councilmember Shuey asked what the difference is between GIS and google maps?

Mr. Bibeau stated the GIS system is much more sophisticated than what can be done online, basically it is a large database. He also stated if the City decides to move forward with GIS that they might leverage the students at the DVC GIS certificate program.

Councilmember Pierce asked if the City has a lot of this information in autocad? The City Engineer responded yes and stated the Autocad drawings can be converted into GIS layers.

The Council took no action and returned the item to staff to research more information on shared use with other entities, to find out what other cities in the county do not have GIS, other uses for the system that are beneficial to the city, and what fines and risks there are for not doing the GIS submittal as requested by the RWQCB.

10. COUNCIL ITEMS

Councilmember Shuey asked that at the December 20th the Council consider a Resolution supporting the Clayton Valley Charter High School petition to the County Board of Education.

11. ADJOURNMENT– On call by Mayor Geller the meeting adjourned at 8:07 p.m.

Respectfully submitted,

Laci J. Jackson, City Clerk

APPROVED BY CLAYTON CITY COUNCIL

Howard Geller, Mayor



Agenda Date: 12/20/11

Agenda Item: 4b

STAFF REPORT

Approved: 
Gary A. Napper
City Manager/Executive Director

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: MERRY PELLETIER, FINANCE MANAGER
DATE: DECEMBER 20, 2011
SUBJECT: INVOICE SUMMARY

RECOMMENDATION

Approve the following Invoices.

12/15/11	Cash Requirements Report	\$484,317.85
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Attachments:

Cash Requirements Report dated 12/15/11 (6 pages)

City of Clayton

Cash Requirements Report

CC Meeting 12/20/11

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
Access One								
Access One	12/20/2011	12/2/2011	1211524	Long Distance Phone Service 11/11	\$48.92	\$0.00		\$48.92
				<i>Totals for Access One:</i>	<u>\$48.92</u>	<u>\$0.00</u>		<u>\$48.92</u>
All City Management Services, Inc.								
All City Management Services, Inc.	12/20/2011	12/5/2011	25172	Crossing Guard WE 12/3/11	\$232.50	\$0.00		\$232.50
				<i>Totals for All City Management Services, Inc.:</i>	<u>\$232.50</u>	<u>\$0.00</u>		<u>\$232.50</u>
Arlene H. Kikkawa-Nielsen								
Arlene H. Kikkawa-Nielsen	12/20/2011	12/14/2011	12/11	Library Volunteer Coordinator 12/11	\$820.00	\$0.00		\$820.00
				<i>Totals for Arlene H. Kikkawa-Nielsen:</i>	<u>\$820.00</u>	<u>\$0.00</u>		<u>\$820.00</u>
AT&T Yellow Pages								
AT&T Yellow Pages	12/20/2011	11/23/2011	11/23/11	EH Yellow Pages Ad Contract	\$1,419.00	\$0.00		\$1,419.00
				<i>Totals for AT&T Yellow Pages:</i>	<u>\$1,419.00</u>	<u>\$0.00</u>		<u>\$1,419.00</u>
AT&T/ CalNet 2								
AT&T/ CalNet 2	12/20/2011	12/3/2011	11/11B	Local Phone Service 11/11B	\$338.15	\$0.00		\$338.15
				<i>Totals for AT&T/ CalNet 2:</i>	<u>\$338.15</u>	<u>\$0.00</u>		<u>\$338.15</u>
Best Best & Kreiger LLP								
Best Best & Kreiger LLP	12/20/2011	12/8/2011	667475	Diablo Estates & CC Church Legal Svc 11/11	\$2,982.18	\$0.00		\$2,982.18
Best Best & Kreiger LLP	12/20/2011	12/8/2011	667476	PD Legal Services 11/11	\$4,048.81	\$0.00		\$4,048.81
Best Best & Kreiger LLP	12/20/2011	12/8/2011	667478	General Retainer Legal Services 11/11	\$8,000.00	\$0.00		\$8,000.00
				<i>Totals for Best Best & Kreiger LLP:</i>	<u>\$15,030.99</u>	<u>\$0.00</u>		<u>\$15,030.99</u>
CA Association of Code Enforcement								
CA Association of Code Enforcement	12/20/2011	12/2/2011	2012	CACEO Membership Dues 2012	\$75.00	\$0.00		\$75.00
				<i>Totals for CA Association of Code Enforcement:</i>	<u>\$75.00</u>	<u>\$0.00</u>		<u>\$75.00</u>
CalPERS Retirement								
CalPERS Retirement	12/20/2011	12/15/2011	CC 12/11	CC Retirement Premiums 12/11	\$426.72	\$0.00		\$426.72
CalPERS Retirement	12/20/2011	12/15/2011	PPE 12/11/11	Retirement Premiums PPE 12/11/11	\$22,146.10	\$0.00		\$22,146.10
				<i>Totals for CalPERS Retirement:</i>	<u>\$22,572.82</u>	<u>\$0.00</u>		<u>\$22,572.82</u>
Caltronics Business Systems, Inc								
Caltronics Business Systems, Inc	12/20/2011	11/28/2011	975089	Admin Copier Copies 11/11	\$409.56	\$0.00		\$409.56
				<i>Totals for Caltronics Business Systems, Inc.:</i>	<u>\$409.56</u>	<u>\$0.00</u>		<u>\$409.56</u>
CCC Fire Protection Dist.								
CCC Fire Protection Dist.	12/20/2011	12/6/2011	11-5858	Corp Yard Operational Permits 12/11	\$462.50	\$0.00		\$462.50
CCC Fire Protection Dist.	12/20/2011	12/6/2011	11-5859	EH Operational Permit 12/11	\$277.50	\$0.00		\$277.50
				<i>Totals for CCC Fire Protection Dist.:</i>	<u>\$740.00</u>	<u>\$0.00</u>		<u>\$740.00</u>
CCC General Services (Traffic)								

City of Clayton

Cash Requirements Report

CC Meeting 12/20/11

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
CCC General Services (Traffic)	12/20/2011	11/17/2011	4364	Traffic Signal Maintenance 11/11	\$1,288.37	\$0.00		\$1,288.37
				Totals for CCC General Services (Traffic):	\$1,288.37	\$0.00		\$1,288.37
CCC Library								
CCC Library	12/20/2011	12/7/2011	12/7/11	Additional Hours Library Service 7-9/11	\$4,703.11	\$0.00		\$4,703.11
				Totals for CCC Library:	\$4,703.11	\$0.00		\$4,703.11
CERCO Analytical, Inc.								
CERCO Analytical, Inc.	12/20/2011	12/12/2011	1112064	Well Monitoring Program 12/11	\$420.00	\$0.00		\$420.00
				Totals for CERCO Analytical, Inc.:	\$420.00	\$0.00		\$420.00
City of Concord								
City of Concord	12/20/2011	12/2/2011	26966	PD Printing Services 12/11	\$34.00	\$0.00		\$34.00
City of Concord	12/20/2011	12/2/2011	26968	Live Scans (3) 12/11	\$137.00	\$0.00		\$137.00
City of Concord	12/20/2011	12/2/2011	26979	PD Vehicle Maintenance 11/11	\$972.10	\$0.00		\$972.10
City of Concord	12/20/2011	12/2/2011	26990	PD Dispatch & Router Ser	\$13,285.00	\$0.00		\$13,285.00
				Totals for City of Concord:	\$14,428.10	\$0.00		\$14,428.10
Clayton Valley Athletic Assn.								
Clayton Valley Athletic Assn.	12/20/2011	12/6/2011	2011	Refund Library Deposit on File for 2011	\$200.00	\$0.00		\$200.00
				Totals for Clayton Valley Athletic Assn.:	\$200.00	\$0.00		\$200.00
CMRTA State Treasurer								
CMRTA State Treasurer	12/20/2011	12/15/2011	2012	Membership 2012	\$50.00	\$0.00		\$50.00
				Totals for CMRTA State Treasurer:	\$50.00	\$0.00		\$50.00
Contra Costa Water Dist.								
Contra Costa Water Dist.	12/20/2011	12/12/2011	F Series 10-1/11	Water Service 10-11/11	\$5,687.59	\$0.00		\$5,687.59
				Totals for Contra Costa Water Dist.:	\$5,687.59	\$0.00		\$5,687.59
Data 911 - Hubb Systems LLC								
Data 911 - Hubb Systems LLC	12/20/2011	11/21/2011	INV-19440	PD New Veh Equipment Installation 11/11	\$750.00	\$0.00		\$750.00
				Totals for Data 911 - Hubb Systems LLC:	\$750.00	\$0.00		\$750.00
De Lage Landen Financial Services, Inc.								
De Lage Landen Financial Services, Inc.	12/20/2011	12/10/2011	11961520	Admin Copier Lease 12/11	\$431.68	\$0.00		\$431.68
				Totals for De Lage Landen Financial Services, Inc.:	\$431.68	\$0.00		\$431.68
Dell Marketing LP								
Dell Marketing LP	12/20/2011	11/9/2011	XFK5W8F82	New Computers (8) 11/11	\$8,698.07	\$0.00		\$8,698.07
Dell Marketing LP	12/20/2011	11/11/2011	XFK7CW1C9	New Laptop Computers (4) 11/11	\$4,205.62	\$0.00		\$4,205.62
Dell Marketing LP	12/20/2011	11/14/2011	XFK8C6J88	New Computers (12) 11/11	\$13,047.08	\$0.00		\$13,047.08
				Totals for Dell Marketing LP:	\$25,950.77	\$0.00		\$25,950.77
Dyna Systems								
Dyna Systems	12/20/2011	11/29/2011	20527108	PW General Supplies 11/11	\$23.85	\$0.00		\$23.85

City of Clayton

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Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
Employee Benefit Specialists, Inc				<i>Totals for Dyna Systems:</i>				
Employee Benefit Specialists, Inc	12/20/2011	11/30/2011	0054689-IN	FSA Admin Fees 11/11	\$23.85	\$0.00		\$23.85
				<i>Totals for Employee Benefit Specialists, Inc:</i>	\$100.00	\$0.00		\$100.00
					\$100.00	\$0.00		\$100.00
Ghilotti Bros Contractors								
Ghilotti Bros Contractors	12/20/2011	11/30/2011	11415-06	CCP Project Construction 11/11	\$191,612.49	\$0.00		\$191,612.49
				<i>Totals for Ghilotti Bros Contractors:</i>	\$191,612.49	\$0.00		\$191,612.49
Globalstar LLC								
Globalstar LLC	12/20/2011	11/16/2011	3508009	PD Sat Phone 11/11	\$27.04	\$0.00		\$27.04
				<i>Totals for Globalstar LLC:</i>	\$27.04	\$0.00		\$27.04
Hammons Supply Company								
Hammons Supply Company	12/20/2011	11/17/2011	69317	Janitorial Supplies 11/11	\$59.88	\$0.00		\$59.88
Hammons Supply Company	12/20/2011	11/18/2011	69385	Janitorial Supplies 11/11	\$714.87	\$0.00		\$714.87
				<i>Totals for Hammons Supply Company:</i>	\$774.75	\$0.00		\$774.75
HUB Inter of CA Ins Svc								
HUB Inter of CA Ins Svc	12/20/2011	12/13/2011	10/11	Special Event Insurance 10/11	\$539.13	\$0.00		\$539.13
				<i>Totals for HUB Inter of CA Ins Svc:</i>	\$539.13	\$0.00		\$539.13
J & R Floor Services								
J & R Floor Services	12/20/2011	12/1/2011	NOV 2011	Janitorial Services 11/11	\$4,940.00	\$0.00		\$4,940.00
				<i>Totals for J & R Floor Services:</i>	\$4,940.00	\$0.00		\$4,940.00
John Deere Landscapes Inc								
John Deere Landscapes Inc	12/20/2011	11/15/2011	59825224	PW Landscape Supplies 11/11	\$1,437.22	\$0.00		\$1,437.22
John Deere Landscapes Inc	12/20/2011	11/16/2011	59831357	PW Landscape Supplies 11/11	\$1,202.87	\$0.00		\$1,202.87
John Deere Landscapes Inc	12/20/2011	11/18/2011	59851718	PW Landscape Supplies 11/11	\$49.80	\$0.00		\$49.80
John Deere Landscapes Inc	12/20/2011	11/18/2011	59851800	PW Landscape Supplies 11/11	\$678.35	\$0.00		\$678.35
John Deere Landscapes Inc	12/20/2011	11/28/2011	59885932	PW Landscape Supplies 11/11	\$672.31	\$0.00		\$672.31
John Deere Landscapes Inc	12/20/2011	11/29/2011	59898701	PW Landscape Supplies 11/11	\$496.49	\$0.00		\$496.49
				<i>Totals for John Deere Landscapes Inc:</i>	\$4,537.04	\$0.00		\$4,537.04
LarryLogic Productions								
LarryLogic Productions	12/20/2011	12/7/2011	1205	CC Meeting Video 12/6/11	\$300.00	\$0.00		\$300.00
				<i>Totals for LarryLogic Productions:</i>	\$300.00	\$0.00		\$300.00
Lexipol LLC								
Lexipol LLC	12/20/2011	11/1/2011	6196	Law Enforcement Policy Update 12/11-11/12	\$2,450.00	\$0.00		\$2,450.00
				<i>Totals for Lexipol LLC:</i>	\$2,450.00	\$0.00		\$2,450.00
Marken Mechanical Services Inc								
Marken Mechanical Services Inc	12/20/2011	12/6/2011	411-1148-11	CH HVAC Service 11/11	\$332.50	\$0.00		\$332.50

City of Clayton

Cash Requirements Report

CC Meeting 12/20/11

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
Marken Mechanical Services Inc	12/20/2011	12/1/2011	411-1151-12	CH HVAC Maintance 12/11	\$150.00	\$0.00		\$150.00
Marken Mechanical Services Inc	12/20/2011	12/1/2011	411-1152-12	Library HVAC Maintenance 12/11	\$150.00	\$0.00		\$150.00
				<i>Totals for Marken Mechanical Services Inc:</i>	\$632.50	\$0.00		\$632.50
MCK Services Inc								
MCK Services Inc	12/20/2011	10/31/2011	17534	2010-11 Pavement Rehab Const 3-10/11	\$111,177.66	\$0.00		\$111,177.66
MCK Services Inc	12/20/2011	12/1/2011	Retention 12/11	MCR Overlay Project Retention 12/11	\$35,009.30	\$0.00		\$35,009.30
				<i>Totals for MCK Services Inc:</i>	\$146,186.96	\$0.00		\$146,186.96
Michel & Fackler APC								
Michel & Fackler APC	12/20/2011	12/12/2011	11123	MPA Legal Services 11/11	\$504.69	\$0.00		\$504.69
				<i>Totals for Michel & Fackler APC:</i>	\$504.69	\$0.00		\$504.69
Muir/ Diablo Occupation Medicine								
Muir/ Diablo Occupation Medicine	12/20/2011	11/30/2011	160321	PD OSHA Required Tests 11/11	\$117.00	\$0.00		\$117.00
Muir/ Diablo Occupation Medicine	12/20/2011	12/6/2011	160961	PD OSHA Required Tests 12/11	\$40.00	\$0.00		\$40.00
				<i>Totals for Muir/ Diablo Occupation Medicine:</i>	\$157.00	\$0.00		\$157.00
NBS Govt. Finance Group								
NBS Govt. Finance Group	12/20/2011	11/30/2011	G11301123-ST	CFA 07 Cont Disclosure Rpt Svc 11/11	\$1,648.07	\$0.00		\$1,648.07
				<i>Totals for NBS Govt. Finance Group:</i>	\$1,648.07	\$0.00		\$1,648.07
Neopost (add postage)								
Neopost (add postage)	12/20/2011	12/12/2011	12/12/11	Admin Postage Added 12/12/11	\$300.00	\$0.00		\$300.00
				<i>Totals for Neopost (add postage):</i>	\$300.00	\$0.00		\$300.00
Neopost Leasing (Mail Finance)								
Neopost Leasing (Mail Finance)	12/20/2011	11/23/2011	N2927012	Admin Postage Machine Lease 1/12	\$222.02	\$0.00		\$222.02
				<i>Totals for Neopost Leasing (Mail Finance):</i>	\$222.02	\$0.00		\$222.02
PERMCO, Inc.								
PERMCO, Inc.	12/20/2011	12/13/2011	9603	Engineer Retainer 11/26-12/9/11	\$3,407.50	\$0.00		\$3,407.50
PERMCO, Inc.	12/20/2011	12/13/2011	9604	O'Meara SWP 01-10 Inspections	\$41.50	\$0.00		\$41.50
PERMCO, Inc.	12/20/2011	12/13/2011	9604	Richards SWP 11-10 Inspections	\$41.50	\$0.00		\$41.50
PERMCO, Inc.	12/20/2011	12/13/2011	9605	CCP Prk Lot- Inspections & Meetings	\$4,117.50	\$0.00		\$4,117.50
PERMCO, Inc.	12/20/2011	12/13/2011	9606	Diablo Estates Rvw Grading & SWPPP	\$675.00	\$0.00		\$675.00
PERMCO, Inc.	12/20/2011	12/13/2011	9607	Diablo Estates Construction Inspections	\$581.00	\$0.00		\$581.00
PERMCO, Inc.	12/20/2011	12/13/2011	9608	VanBrusselen 0010 SW Inspections	\$41.50	\$0.00		\$41.50
PERMCO, Inc.	12/20/2011	12/13/2011	9608	Hosler 0014 SW Inspections	\$41.50	\$0.00		\$41.50
PERMCO, Inc.	12/20/2011	12/13/2011	9608	Coakley 0015 SW Inspections	\$41.50	\$0.00		\$41.50
PERMCO, Inc.	12/20/2011	12/13/2011	9608	Meeker 0019 SW Inspections	\$41.50	\$0.00		\$41.50
PERMCO, Inc.	12/20/2011	12/13/2011	9609	MCR Upgrade-Scan as-built plans	\$1,244.50	\$0.00		\$1,244.50
PERMCO, Inc.	12/20/2011	12/13/2011	9610	El Molino Sewer Upgrade - Prelim Const Pla	\$818.75	\$0.00		\$818.75
PERMCO, Inc.	12/20/2011	12/13/2011	9611	School Bridge Project	\$262.00	\$0.00		\$262.00
PERMCO, Inc.	12/20/2011	12/13/2011	9612	Diablo Estates SW BMP Inspections	\$41.50	\$0.00		\$41.50

City of Clayton

Cash Requirements Report

CC Meeting 12/20/11

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
PERMCO, Inc.	12/20/2011	12/13/2011	9613	OH GHAD Discuss Well & CM Contract	\$233.50	\$0.00		\$233.50
				Totals for PERMCO, Inc.:	\$11,630.25	\$0.00		\$11,630.25
PG&E								
PG&E	12/20/2011	11/12/2011	Mst 121... 11/11	Service Mst #121... 11/11	\$1,866.57	\$0.00		\$1,866.57
				Totals for PG&E:	\$1,866.57	\$0.00		\$1,866.57
Photo-Matica LLC								
Photo-Matica LLC	12/20/2011	12/12/2011	12/12/11 Dep	Photobooth-Clayton Counts Down Dep 12/11	\$250.00	\$0.00		\$250.00
Photo-Matica LLC	12/20/2011	12/12/2011	12/12/11 Final	Photobooth- Clayton Counts Down Final 12/1	\$545.00	\$0.00		\$545.00
				Totals for Photo-Matica LLC:	\$795.00	\$0.00		\$795.00
PMT Pest Control Service								
PMT Pest Control Service	12/20/2011	11/20/2011	411	Gopher & Mole Control 7-11/11	\$3,276.00	\$0.00		\$3,276.00
PMT Pest Control Service	12/20/2011	11/20/2011	412	Ground Squirrel Control 7-11/11	\$3,235.00	\$0.00		\$3,235.00
				Totals for PMT Pest Control Service:	\$6,511.00	\$0.00		\$6,511.00
Raney Planning & Management, Inc.								
Raney Planning & Management, Inc.	12/20/2011	12/12/2011	1108P-5	Housing Element Implementation 11/11	\$1,635.00	\$0.00		\$1,635.00
				Totals for Raney Planning & Management, Inc.:	\$1,635.00	\$0.00		\$1,635.00
Riso Products of Sacramento								
Riso Products of Sacramento	12/20/2011	11/22/2011	83120	PD Copier 11/11	\$94.79	\$0.00		\$94.79
				Totals for Riso Products of Sacramento:	\$94.79	\$0.00		\$94.79
Rock & Waterfall Co								
Rock & Waterfall Co	12/20/2011	11/28/2011	103-77	OH Waterfall Maintenance 11/11	\$650.00	\$0.00		\$650.00
				Totals for Rock & Waterfall Co:	\$650.00	\$0.00		\$650.00
SPRAYTEC (Sprayer Sales Co)								
SPRAYTEC (Sprayer Sales Co)	12/20/2011	11/18/2011	10954	PW Wash Rack Maintenance 9/11	\$225.00	\$0.00		\$225.00
SPRAYTEC (Sprayer Sales Co)	12/20/2011	11/21/2011	10956	PW Wash Rack Maintenance 10/11	\$225.00	\$0.00		\$225.00
SPRAYTEC (Sprayer Sales Co)	12/20/2011	11/22/2011	10957	PW Wash Rack Maintenance 11/11	\$225.00	\$0.00		\$225.00
				Totals for SPRAYTEC (Sprayer Sales Co):	\$675.00	\$0.00		\$675.00
Sprint Comm (PD)								
Sprint Comm (PD)	12/20/2011	11/29/2011	120	PD Cell Phone Service 11/11	\$297.96	\$0.00		\$297.96
				Totals for Sprint Comm (PD):	\$297.96	\$0.00		\$297.96
Sprint Comm (PW & ADM)								
Sprint Comm (PW & ADM)	12/20/2011	11/29/2011	115	PW & Adm Cell Phone Service 11/11	\$278.18	\$0.00		\$278.18
				Totals for Sprint Comm (PW & ADM):	\$278.18	\$0.00		\$278.18
Towill Inc								
Towill Inc	12/20/2011	12/7/2011	12-895	Photo Mapping for MCR Upgrade Proj 12/11	\$8,420.00	\$0.00		\$8,420.00

City of Clayton

Cash Requirements Report

CC Meeting 12/20/11

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
US Bank (CM 9690) US Bank (CM 9690)	12/20/2011	11/25/2011	2998338	CFD 90-1 Fiscal Agent Fees 11/11-10/12	\$8,420.00	\$0.00		\$8,420.00
Western Exterminator Western Exterminator	12/20/2011	11/30/2011	601913	Extermination Services 11/11	\$577.50	\$0.00		\$577.50
				<i>Totals for US Bank (CM 9690):</i>	<i>\$577.50</i>	<i>\$0.00</i>		<i>\$577.50</i>
				<i>Totals for Western Exterminator:</i>	<i>\$334.50</i>	<i>\$0.00</i>		<i>\$334.50</i>
GRAND TOTALS:					\$484,317.85	\$0.00		\$484,317.85



Agenda Date: 12-20-11

Agenda Item: 4c

Approved:

Gary A. Napper
City Manager/Executive Director

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CITY MANAGER

DATE: 20 DECEMBER 2011

SUBJECT: CONSIDER RESOLUTION SUPPORTING THE APPEAL PETITION OF THE CLAYTON VALLEY CHARTER HIGH SCHOOL FOR APPROVAL BY THE CONTRA COSTA COUNTY BOARD OF EDUCATION

RECOMMENDATION

Consistent with past actions this year of the Clayton City Council supporting the goal for the establishment of a Clayton Valley Charter High School, it is recommended the City Council by minute motion adopt the attached Resolution.

BACKGROUND

As allowed by law, community members and members of the faculty at Clayton Valley High School earlier this year banded together to seek the conversion of that public school facility into a charter high school. On three separate occasions (17 May 2011, 21 June 2011, and 20 September 2011), the Clayton City Council considered and took decisive action to support the community petition to create a Clayton Valley Charter High School at that public campus located in nearby Concord, California.

As provided by law the Board of Education of the Mount Diablo Unified School District received the charter petition and ultimately denied the petition on 08 November 2011 by a vote of 4-1. Supporters and petitioners of the charter high school swiftly submitted a timely appeal petition to the Contra Costa County Board of Education, which body is authorized by law to consider and approve charter schools denied by the underlying school district.

At the City Council's public meeting on 06 December 2011, Council Member David Shuey requested an item on the December 20th Agenda to consider a Resolution supporting the appeal and urging the County Board of Education to grant the charter school petition.

Attachment: 1. Resolution [3 pp.]

RESOLUTION NO. – 2011

**A RESOLUTION SUPPORTING AND URGING THE CONTRA COSTA
COUNTY BOARD OF EDUCATION'S APPROVAL OF THE CLAYTON
VALLEY CHARTER HIGH SCHOOL'S PETITION APPEAL TO ESTABLISH
THE CLAYTON VALLEY CHARTER HIGH SCHOOL COMMENCING
THE SCHOOL YEAR 2012-13**

**THE CITY COUNCIL
City of Clayton, California**

WHEREAS, the California Legislature and Governor passed the Charter Schools Act of 1992 through Senate Bill 1448 (Hart) thereby authorizing the creation of charter schools in California; and

WHEREAS, according to the California Charter Schools Association (CCSA), the intent of the legislation, as the Act states, was *"...to provide opportunities for teachers, parents, pupils, and community members to establish and maintain schools that operate independently from the existing school district structure..."*; and

WHEREAS, when lawmakers passed the Charter Schools Act (Chapter 781), California became the second state in the nation (after Minnesota) to enact charter school legislation; and

WHEREAS, CA Education Code Section 47605 (a)(1) specifies in part a petition for the establishment of a charter school within a school district may be circulated by one or more persons seeking to establish the charter school within the geographic boundaries of that school district; and

WHEREAS, on 08 June 2011, petitioners for a Clayton Valley Charter High School submitted a charter petition to the Mount Diablo Unified School District (the "District") for its approval of the establishment of a charter high school at the existing Clayton Valley High School campus; and

WHEREAS, prior to the filing of the charter school petition, the Clayton City Council on 17 May 2011 voted unanimously to endorse the petitioners' mission and objective and further provided the charter high school steering committee with an emergency loan of \$8,500.00 to finalize the charter school petition; and

WHEREAS, at a regular meeting thereof held on 21 June 2011, the Clayton City Council unanimously and without equivocation publically endorsed the final Clayton Valley Charter High School petition as submitted to the District; and

WHEREAS, on 09 August 2011 the District held a public hearing on the charter petition at which an overwhelming number of teachers, staff, parents and Clayton Valley community members expressed their support for the Charter School; and

WHEREAS, on 13 September 2011 the Board of Education of the District unanimously approved the Charter School's petition subject to the Charter School's satisfaction of fifty-six (56) conditions to be met by February 2012, which immediately prompted the petitioners to commence addressing the imposed conditions even though it did not agree with a "conditional approval" under the express provisions of the law; and

WHEREAS, on 18 October 2011 during a meeting with District staff, petitioners of the Clayton Valley Charter High School received word they had met or negotiated a resolution of each of the 56 conditions but that District staff is waiting for an analysis of the fiscal documents; and

WHEREAS, on 08 November 2011 at a public meeting of the District's Board of Education an initial motion to approve the Charter School's petition without conditions failed by a vote of 2-3, followed by a second motion approved by a vote of 4-1 to deny the Charter School's petition to include findings the petitioners did not meet four (4) fiscal conditions of the 56 original conditions placed on the District's September 2011 approval; and

WHEREAS, in the consideration of charter school applications and petitions there exists no authority under applicable laws for a school district to consider or find that the establishment of a charter school within its geographic boundaries would have negative fiscal impacts on the district, which District analysis in this instance remains disputed by the petitioners and supporters of the Clayton Valley Charter High School; and

WHEREAS, the California Code of Regulations, Title 5, Section 11967(b) and policy of the Contra Costa County Board of Education require that a charter school whose petition has been denied and that wishes to appeal its petition to the County Board of Education must transmit its appeal documents and related petition materials to the County Board of Education within 180 days after the denial action by the District; and

WHEREAS, in a timely manner on 15 November 2011 the Clayton Valley Charter High School petitioners duly submitted its Charter Petition Appeal to the Contra Costa County Board of Education, which County Board has already held an initial public hearing on the appeal at its meeting of 07 December 2011; and

WHEREAS, throughout this Charter High School's petition process there has been no finding or fact that has deterred or wounded the Clayton City Council's intent or endorsement of a functional Clayton Valley Charter High School to be fully operational for the School Year 2012-13 at the existing public high school campus located at 1101 Alberta Way in nearby Concord, California, which said high school is the predominant secondary public school facility for the youth of Clayton, California.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Clayton, California does hereby find, determine and approve as follows:

Section 1. That the above Recitals are true and correct facts and findings pertaining to an important matter of public policy to the City of Clayton and its community.

Section 2. That approval of the Clayton Valley Charter High School conversion charter petition continues to be overwhelmingly supported by the citizens of Clayton and herein once again by the Clayton City Council.

Section 3. That the City Council of Clayton does hereby strongly support and sincerely urge the members of the Contra Costa County Board of Education to truly hear and acknowledge this community's desire and the enormous undertaking of the petitioners to establish a Clayton Valley Charter High School as a mission and a goal that are in the general best interests and welfare of the community it will serve and flourish within.

Section 4. That the City Council of Clayton does herein respectfully beseech the Contra Costa County Board of Education to approve the Clayton Valley Charter High School's appeal petition for commencement of its operations in School Year 2012-13.

PASSED, APPROVED AND ADOPTED by the Clayton City Council at a regular public meeting thereof held on the 20th day of December 2011 by the following recorded vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE CITY COUNCIL OF CLAYTON, CA

Howard Geller, Mayor

ATTEST:

Laci J. Jackson, City Clerk



Agenda Date: 12-20-11

Agenda Item: 4d

Approved:

Gary A. Napper
City Manager/Executive Director

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Laci J. Jackson, City Clerk/ HR Manager

DATE: December 20, 2011

**SUBJECT: RESOLUTION AUTHORIZING THE CITY'S "PICK-UP" OF THE
EMPLOYEE PORTION CONTRIBUTION TO THE CALIFORNIA PUBLIC
EMPLOYEES' RETIREMENT SYSTEM (CALPERS) AS EMPLOYER
CONTRIBUTIONS**

BACKGROUND

During a random on-site CalPERS compliance check in late November 2011, staff was informed that to continue to report our CalPERS City-paid member pension system contributions as tax-deferred contributions, the City is required to adopt an Employer Pick-up Resolution that has been approved by the IRS in order to be in compliance with Internal Revenue Code (IRC) section 414(h)(2). This Resolution does not alter the long standing percentage of member contributions paid by the City or by the employee. CalPERS staff confirmed there is no fiscal impact to the City in allowing this pre-tax contribution.

The IRS code section allows public agencies to designate required employee pension contributions as being "picked-up" by the employer and treated as employer contributions for tax purposes. Since the City has been reporting member contributions as pre-tax contributions, this Resolution is required to continue this practice. The effect of the "pick-up" designation is to defer employee income tax on the member's contribution amount until the employee retires and receives retirement benefits, or separates from public employment and withdraws the employee contributions in a lump sum.

FISCAL IMPACT

This is a house keeping item and there is no fiscal impact or cost to the City in the adoption of this Resolution for compliance with IRS requirements. This Resolution does not have an impact on the City's employee bargaining unit agreements. The absence of this action by the City Council will cause the Employer-paid Employee portion of the CalPERS' retirement rate to become taxed and reported as income to each eligible employee.

Adoption of this Resolution does not preclude the City (Employer) from making future modifications in the payment of the Employee portion during future labor negotiations.

RECOMMENDATION

Adopt the Resolution authorizing "Employer Pick-up" which allows tax deferred member contributions for CalPERS.

Attachments: Resolution (2 pages)

RESOLUTION NO. XX- 2011

A RESOLUTION AUTHORIZING AND CONFIRMING THE CITY'S PRE-EXISTING BENEFIT OF THE EMPLOYER PAYMENT OF THE EMPLOYEE PORTION OF THE CALPERS PENSION RATE AS TAX-DEFERRED EMPLOYER PENSION SYSTEM CONTRIBUTIONS ('PICK-UP') PER IRC 414(H)(2)

THE CITY COUNCIL City of Clayton, California

WHEREAS, the City Council of the City of Clayton has the authority to implement the provisions of section 414(h)(2) of the Internal Revenue Code (IRC); and

WHEREAS, the Board of Administration of the California Public Employees' Retirement System adopted its resolution regarding IRC section 414(h)(2) on September 18, 1985; and

WHEREAS, the Internal Revenue Service stated in December 1985, that the implementation of the provisions of section 414(h)(2) IRC pursuant to the Resolution of the Board of Administration would satisfy the legal requirements of section 414(h)(2) IRC; and

WHEREAS, the City Council has determined that even though the implementation of the provisions of section 414(h)(2) IRC is not required by law, the tax deferred benefits offered by section 414(h)(2) IRC should continue to be provided to its employees who are eligible members of the California Public Employees' Retirement System; and

WHEREAS, the City has always administered the employer "pick-up" as tax deferred CalPERS contributions for employees since enrollment in CalPERS in 1975.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clayton, California as follows:

- I. That the City of Clayton will implement the provisions of section 414(h)(2) Internal Revenue Code by making employee contributions pursuant to California Government Code Section 20691 to the California Public Employees' Retirement System on behalf of its employees who are members of the California Public Employees Retirement System. "Employee contributions" shall mean those monetary contributions to the California Public Employees' Retirement System which are deducted from the salary of employees and are credited to individual employee's accounts pursuant to California Government Code Section 20691.
- II. That the contributions being made by the City of Clayton to the California Public Employees' Retirement System, although designated as employee contributions, have been and are being paid by the City of Clayton in lieu of monetary contributions by its employees who are members of the California Public Employees' Retirement System.

- III. That employees shall not have the option of choosing to receive the monetary contribution amounts directly instead of having them paid by the City of Clayton to the California Public Employees' Retirement System.
- IV. That the City of Clayton shall pay to the California Public Employees Retirement System the monetary contributions designated as employee contributions from the same source of funds as used in paying salary.
- V. That the amount of the monetary contributions designated as employee contributions and paid by the City of Clayton to the California Public Employees' Retirement System on behalf of an employee have been and shall continue to be the entire contribution required of the employee by the California Public Employees' Retirement Law (California Government Code Sections 20000, et. Seq.), until future official modification by the City.
- VI. That the monetary contributions designated as employee contributions made by the City of Clayton to the Public Employees' Retirement System shall be treated for all purposes other than taxation in the same way that member contributions are treated by the Public Employees' Retirement System.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 20th day of December 2011 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Howard Geller, Mayor

ATTEST:

Laci J. Jackson, City Clerk



Agenda Date: 12-20-11

Agenda Item: 4e

Approved:

Gary A. Napper
City Manager/Executive Director

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CITY MANAGER

DATE: 20 DECEMBER 2011

SUBJECT: CONSIDER CANCELLATION OF THE JANUARY 3, 2012 COUNCIL MEETING

RECOMMENDATION

It is recommended the City Council provide policy direction concerning its collective desire to cancel its upcoming regular public meeting to be held on Tuesday, 03 January 2012.

BACKGROUND

Section 2.04.010 of the *Clayton Municipal Code* specifies that regular meetings of the Clayton City Council shall be held on the first and third Tuesdays of each and every month. Application of this Code section to the 2012 calendar means the first City Council meeting in January 2012 will fall on Tuesday, January 3rd following a City-recognized holiday of Monday, January 2nd as New Year's Day. Since January 1st next year occurs on a Sunday, many time-honored holiday events and celebrations (e.g. collegiate football bowl games, the Pasadena Rose Parade, private party celebrations, etc.) actually take place on Monday, January 2nd. Out of town travel may also occur over these holidays.

Complicating the preparation of the Council Agenda Packet for the January 3rd scheduled meeting this year is the fact Clayton City Hall will be closed the entire week before the New Year's holiday weekend (December 26th through December 30th). This unusual closure is due to the combination of one (1) recognized City holiday (December 26th) plus four (4) of the eleven (11) unpaid employee furlough days in Fiscal Year 2011-12 (December 27th – 30th). These facts mean staff preparation of any January 3rd Council Agenda Packet must be produced and released by Friday, December 23rd.

POTENTIAL JANUARY 3RD AGENDA ITEMS

In consideration of this recommendation staff examined its tracking list of potential items scheduled for placement on the January 3rd City Council meeting. At this time the only matter tracking for or requiring City Council attention is its receipt and acceptance of the

Clayton Financing Authority's (CFA) Annual Report for the 2011 activities. According to the By-Laws of the CPA, its Annual Report for the preceding year is to be submitted and approved on the same date as the Clayton City Council's first regular meeting in January of each year. Therefore, should the City Council not hold its first regular meeting in January 2012 until January 17th, the CPA Annual Report is timely action at that meeting. Conversely, the City Council acting as the Board of Directors of the CFA could meet on January 3rd to handle that sole item should it so direct.

In order to provide optimum notice of meeting cancellation to interested members of the public and to our community as well as to arrange scheduling of agenda matters for January 17th, this subject has been placed on this Agenda for discussion and direction purposes. The action of canceling one or more regularly-scheduled public meetings is a matter to be taken in open public session by the City Council.

FISCAL IMPACT

There is no direct financial impact to the City for cancellation of City Council meetings, except nominal savings for expenses incurred in the preparation, publication and holding of a Council meeting (e.g. staff time, paper and copying expenses, meeting room utilities, contractor video taping of the meeting for cable television replay). City Hall and its operations will remain open during normal business hours on Tuesday, January 3rd.

If necessity or an emergency arises between cancelled meetings, a special Council meeting may always be called by the Mayor with proper notice to members of the City Council, the press, and with fully-required public postings of the Agenda.

Attachment: 1. Calendar Month of January 2012 (1 pg.)

~ January 2012 ~						
◀ December						February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 New Year's Holiday City Hall Closed	3 City Council Meeting	4	5	6	7
8	9	10 Planning Commission Meeting	11	12	13	14
15	16 Martin Luther King Jr. Day Holiday City Hall Closed	17 City Council Meeting	18	19	20	21
22	23	24 Planning Commission Meeting	25	26	27	28
29	30	31	Notes:			

More Calendars: [February](#), [March](#), [April](#)



Agenda Date: 12-20-11

Agenda Item: 9a

Approved:


Gary A. Napper
City Manager/Executive Director

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Laci J. Jackson, City Clerk

DATE: December 20, 2011

SUBJECT: Appointment of Four (4) Citizen Applicants for the Trails and Landscaping Committee for terms of office January 1, 2012- December 31, 2014.

BACKGROUND

On December 31, 2011 the terms of Trails and Landscape Committee members Robert Erich, Lorraine Mole, and Virginia Siegel expire. Staff notified each of the committee members their terms of office were ending, and advertised the vacancies in the Clayton Pioneer, City posting boards, and on the City's website.

Robert Erich is the only incumbent to re-apply and timely applications were also received from Clayton citizens Larry Casagrande, Anthony Chippero, and Harun Simbirdi.

The Trails and Landscaping Interview sub-committee (Vice Mayor Medrano and Councilmember Stratford reviewed the applications and are recommending appointment.

There are currently three (3) people serving on the Trails and Landscaping Committee (Kelly Marshall, Jake Pauline, and Bob Steiner). The appointment of these four (4) citizens will bring the Committee's membership to seven (7).

RECOMMENDATION

By motion, receive the recommendation from the Council Interview Sub-Committee regarding the nomination of four (4) citizens for appointment on the up to 11-member Trails and Landscaping Committee.

FISCAL IMPACT

None.

Attachments: Press Release- 1 page
Applications of the four (4) applicants- 5 pages

PRESS RELEASE

**City of Clayton
now accepting applications for**

TRAILS AND LANDSCAPING COMMITTEE

Office Term: January 2012- December 2014

The "Trails and Landscaping Committee" comprised of up to 11 members is appointed by the Clayton City Council. This citizens Committee advises the City Council and City Manager on maintenance, improvement and financial matters related to the 2007 Citywide Landscape Maintenance District (a community facilities district). The District has an annual budget to maintain the roadway and median public landscaped areas, public open space/hillsides of the City, annual weed abatement and seasonal fire break tasks, the Clayton Fountain, and the Trails System of the City.

For Applications and more information:

In person: Clayton City Hall
6000 Heritage Trail
By mail: call City offices at 925-673-7300
E-mail: contact ljackson@ci.clayton.ca.us
City's web site: www.ci.clayton.ca.us

Please return a completed application to the City Clerk by 5:00 p.m. Friday, December 2, 2011. Appointments are expected at the second City Council meeting in December.



APPLICATION FOR
TRAILS AND LANDSCAPING COMMITTEE

Name LARRY CASAGRANDE Address 239 JEFFRY RANCH PL

Home Phone 925-693-0073 Business Phone 925-683-1180

E-mail address: LKCL@CHEVRON.COM Length of residency in Clayton 5 YEARS

Occupation PRODUCT STEWARDSHIP CONSULTANT Present employer CHEVRON CORPORATION

Why are you interested in serving on this Committee? LANDSCAPING & GARDENING IS ONE OF MY HOBBIES. I WOULD LIKE TO UTILIZE THIS KNOWLEDGE ON THIS COMMITTEE. I SERVED ON THE RODEO MUNICIPAL ADVISORY COMMITTEE (RMAC) AND HAVE EXPERIENCE WITH ANALYZING CITY ~~ISSUES~~ ISSUES.

What is your vision for the trails and public landscaped areas of our City? _____

THESE AREAS NEED TO BE ADEQUATELY MAINTAINED, DROUGHT TOLERANT LANDSCAPING SHOULD BE PHASED IN WHERE APPROPRIATE. CALIFORNIA NATIVE PLANTS SHOULD ALSO BE INCORPORATED INTO THE LANDSCAPE THEME.

Please share your interests and hobbies, special training or education: LANDSCAPING/GARDENING

I HAVE AN A.A. FROM DIABLO VALLEY COLLEGE - 1994

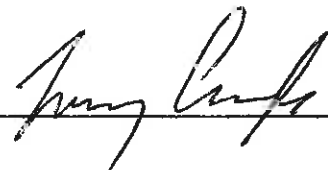
I HAVE AN B.A. FROM ST. MARY'S COLLEGE - 1996

INTERESTS INCLUDE MOUNTAIN BIKING, JET SKING & NUMISMATICS/INVESTING

List 3 references with phone numbers: 1. * JEFF BENNETT - 510-964-9133

2. * JEFF CROWLE - 925-685-6714

3. TED HICK 925-351-9673

Signature: 

* BOTH WORK FOR THE EAST BAY REGIONAL PARKS DISTRICT

Date: DEC 1, 2011

Received

DEC 2 2011

City of Clayton

11:28
plb



Received

DEC 04 2011

City of Clayton

APPLICATION FOR
TRAILS AND LANDSCAPING COMMITTEE

Name Anthony "A.J." Chippero Address 1713 Indian Wells Way

Home Phone 925-234-6471 Business Phone 415-839-8793

E-mail address: ajchippero@comcast.com Length of residency in Clayton 1 year

Occupation Operations Mgr Present employer Interlated Ventures, LLC

Why are you interested in serving on this Committee? Since moving to Clayton last year, my family uses the trails on a weekly, if not daily, basis.

Serving on this Committee would allow me to contribute to the local community and the trails that my family enjoys.

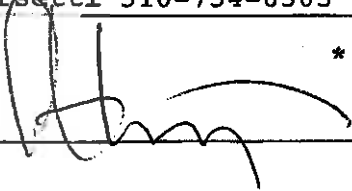
What is your vision for the trails and public landscaped areas of our City? To ensure that families for generations to come are able to enjoy the quality, safe, and scenic trails that Clayton has to offer, in addition to the beautiful landscaping that is slowly taking form.

Please share your interests and hobbies, special training or education: Interests include music: playing drums, former record store manager, band management, Sony Music Sales/Marketing Rep. Other interests: biking, hiking, gardening, visual arts. Web design/marketing, Photoshop skills.

List 3 references with phone numbers: 1. Kaylin Larson 925-548-8448

2. Shawn Hanshaw 925-915-4778

3. Phil Corsetti 510-734-6303

Signature: 

Date: 12/2/11



Received
NOV 30 2011
City of Clayton

**APPLICATION FOR
TRAILS AND LANDSCAPING COMMITTEE**

Name Robert W. Erich Address 1044 Pebble Beach Dr., Clayton, CA 94517

Home Phone (925) 673-3007 Business Phone (925) 946-0371

E-mail address: erichlaw@me.com Length of residency in Clayton 8 years

Occupation Lawyer Present employer Self

Why are you interested in serving on this Committee? To continue the process of improving the appearance and functionality of the City's landscaping.

What is your vision for the trails and public landscaped areas of our City? Fully Landscaped and well-maintained public areas, particularly those located in the downtown business district and in adjacent areas such as Peacock Creek.

Please share your interests and hobbies, special training or education: I am a current member of the Trails and Landscaping Committee. I enjoy riding my dirt bike on the City trails and playing golf at Oakhurst.

- List 3 references with phone numbers: 1. James Kellogg (202) 256-9445
2. Hollie Goepfert (925) 787-2409
3. Eugene Hannon (925) 938-2188

Signature:  * * * * *

Date: 11/30/11



**APPLICATION FOR
TRAILS AND LANDSCAPING COMMITTEE**

Name Harun Simbirdi Address 1353 EL Camino Dr.

Home Phone 925 570 1324 Business Phone _____

E-mail address: Simbirdi@yahoo.com Length of residency in Clayton 8

Occupation Selfemployed Present employer _____

Why are you interested in serving on this Committee? I am interested in being involved with the city more and have the time, willingness, and aptitude to volunteer. I was also asked by Edward Geller to consider being a part of the committee and that impressed to me the importance of the role.
What is your vision for the trails and public landscaped areas of our City? To ensure the beauty of Clayton is preserved and effective management of the related affairs, as it applies to Trails and Landscape. Proper oversight of the Measure B funds will help keep us focused and working toward maintaining the charm of Clayton.
Please share your interests and hobbies, special training or education: I am an avid golfer, competitive cyclist, and enjoy the outdoors. I am also a member of Clayton CERT (CS) and serve on the board. I have also held senior executive roles in the private sector which gives management perspective.

List 3 references with phone numbers: 1. Bill Gail 925-672-4133

2. Brandon Garcelon - 925-766-8438

3. Tamara Steiner - 925-672-0500

Signature: [Signature]

Date: 12/1 **Received**

DEC 2 2011

City of Clayton

and Skills to effectively be a productive member and
Contributor to the T&L Committee.

Reviewed

1/10/11

City of Chicago



Agenda Date: 12-20-11

Agenda Item: 9b

Approved:

Gary A. Napper
City Manager/Executive Director

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: CITY MANAGER
DATE: 20 DECEMBER 2011
SUBJECT: DETERMINATION OF COUNCIL COMMITTEE ASSIGNMENTS

RECOMMENDATION

It is recommended the City Council determine its Council ad-hoc and committee assignments for the ensuing year of 2012.

BACKGROUND

In addition to its primary role as elected officials of the City of Clayton, members of the City Council have a variety of ad-hoc and committee assignments that involve the direct participation of its members in a host of local and regional issues and intergovernmental organizations. Pursuant to the adopted *Council Guidelines and Procedures*, the Mayor makes the Council ad-hoc and committee appointments annually each December. It is also an opportunity to review the established committees and determine their relevance, need to create new ones or abolish existing ones. In making the assignments, the Mayor is encouraged to seek input from members of the City Council regarding appointment preferences.

Attached is the current list of City Council sub-committees and associated assignments during 2011. The list has been updated (*in red font*) to reflect the elections made at the Council Reorganization Meeting held on December 6th relative to the chairs and vice chairs of the Clayton Redevelopment Agency (RDA) and the Oakhurst Geological Hazard Abatement District (GHAD). The Clayton Financing Authority (CFA) chair and vice chair are automatically filled by the mayor and vice mayor of the City, respectively, per its By-Laws.

Also attached are the pertinent pages from the *Council Guidelines and Procedures* referencing Council ad-hoc and committee assignments.

Attachments: City Council Committee Assignments – 2011 [2 pp.]
Council Guidelines and Procedures [2 pp.]

**CITY COUNCIL ASSIGNMENTS
AD-HOC COMMITTEES
CITY OF CLAYTON
2011**

Association of Bay Area Governments (ABAG)	Julie Pierce Alternate: David Shuey
Budget/Audit Committee	Hank Stratford, Howard Geller
Citizens Corps Council (CERT)	Howard Geller
Clayton Financing Authority [CFA]* *[offices automatically go to Mayor & Vice Mayor, per Bylaws]	President – Howard Geller Vice President – Joe Medrano
Clayton “Unsung Heroes” Recognition Program	David Shuey, Hank Stratford
Contra Costa Water District [CCWD]	Howard Geller
Central Contra Costa Transit Authority [CCCTA]	Gregg Manning Alternate: David Shuey
Downtown Activities Committee	Joe Medrano, Howard Geller
East Bay Division - League of California Cities	Joe Medrano Alternate: David Shuey
East Contra Costa County Habitat Conservancy	Hank Stratford Alternate: David Shuey
Economic Development Sub-Committee	Julie Pierce Joe Medrano Alternate: David Shuey
Endeavor Hall Marketing Committee	Howard Geller, Joe Medrano

Garbage & Recycling Committee

Joe Medrano, David Shuey

Interview Committees:

a. Planning Commission applicants

City Council

b. Trails and Landscaping Committee applicants
and TLC Committee liaisons

Vice Mayor
Hank Stratford

Library Foundation Liaison

Hank Stratford
Alternate: Howard Geller
2nd Alternate: David Shuey

Mayors' Conference – Contra Costa County

Mayor & Council

Mt. Diablo School District Committee

Joe Medrano, David Shuey
Alternate: Julie Pierce

Oakhurst Geological Hazard Abatement District [GHAD]

Chair – **Hank Stratford**
Vice Chair – **Joe Medrano**

Redevelopment Agency [of Clayton]

Chair – **Julie Pierce**
Vice Chair – **David Shuey**

TRANSPAC

Julie Pierce
Alternate: Joe Medrano

* * * * *

Revised: **06 December 2011**
Adopted: 17 December 2004

4. Council Members exhibit care and respect for each other as persons.
5. Council Members promote care and respect for each other's point of view. Each Member has a right to be heard.
6. Opinions are expressed honestly, openly, civilly and with integrity.
7. Humor is an important tool.
8. Traditions are respected but not always binding.

C. **COUNCIL INTERACTION AND COMMUNICATION**

1. The Mayor makes Council sub-committee appointments annually in December; the Mayor is encouraged to seek input from Council regarding appointment preferences.
2. Members will take seriously the responsibility of reporting to Council on sub-committees and other regional, state and national board/agency/group activities in which they are involved.
3. Each Council Member has the responsibility to initiate resolution of problems as soon as possible.
4. Members shall recall and abide by the Brown Act when giving information to each other outside of public meetings.
5. Cheap shots at each other are not allowed by Members during public meetings, in the media, or at any other time.
6. Relationships are informal, but Council Members need to be aware of impact on and perception of the public.
7. Council Members will be flexible in covering Council responsibilities for each other.
8. Council Sub-Committees.
 - a. Sub-committee areas belong to the Council as a whole; they are not seen as territorial.
 - b. Sub-committees shall keep the rest of the Council fully informed. The rest of the Council is responsible for letting a sub-committee know if they want more information or to give input.
 - c. Before sub-committees start moving in new directions, they will obtain direction from the rest of the Council.

- d. Sub-committee reports will be made under "Council Reports" at Council meetings, when appropriate.
- e. Sub-committee memos will be sent on an interim basis to update other Council Members on:
 - 1). Issues being discussed.
 - 2). Options being considered.
 - 3). Progress.
- f. Appropriate reports will also be included in the City Manager's "Weekly Report".
- g. Council may contact Department Heads or the City Manager to be briefed on any sub-committee work.
- h. Council shall review the performance of citizen committees no less frequently than every six months.
- i. Sub-committees are task oriented with scheduled dates of completion.

~~D. COUNCIL INTERACTION AND COMMUNICATION WITH STAFF~~

~~City Manager.~~

- ~~a. Council Members should always feel free to communicate with the City Manager.~~
- ~~b. When a Council Member is unhappy about the performance of a Department, he/she should discuss this with the City Manager, not any other employee [the City Manager will inform the Mayor of any serious violations of this norm].~~
- ~~c. Concerns about the performance of Department Heads must be taken to the City Manager and/or Mayor first for resolution through proper channels.~~
- ~~d. In passing along critical information, the City Manager will inform all Council Members.~~
- ~~e. Council will provide ongoing feedback, information and perceptions to the City Manager, including some response to the "Weekly Report".~~
- ~~f. Council will page the City Manager if there is an emergency and he/she cannot be reached by phone.~~